

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: September 29, 2006

CALATERS LETTER # 06-006

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR K. ALVAREZ, Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: RETROACTIVE MILEAGE REIMBURSEMENTS

On September 30, 2006 and October 1, 2006, the CalATERS staff will process one-time retroactive mileage reimbursements. The payments will be the adjustment employees are due based on the mileage reimbursement rate change retroactive to July 1, 2006 (see DPA PML 2006-035) and processed as follows:

- 1) The adjustment payments will be made for personal auto mileage and callback personal auto mileage expenses incurred on/after July 1, 2006 and paid at the 34 cents per mile rate as of noon, September 29, 2006. Employees who have recovered an adjustment will be excluded.
- 2) One lump sum adjustment payment will be made for the total adjustment amount due to the employee for each mileage expense type.
- 3) The report name of the retroactive adjustment reimbursement claim will be: 2006 Retro Mileage
- 4) The affected employees' user password will be reset once the claim is submitted. The employee will be sent an email informing her/him of the claim submitted on her/his behalf and the password change.
- 5) On Monday, October 2, 2006 a report will be sent to the affected accounting offices identifying the employees and the mileage expenses that were adjusted.

Please note that any claim forms in progress as of noon, September 30, 2006 will not be included in the retroactive reimbursement process. All claims with mileage expenses will need to be processed in accordance with the instructions contained in CalATERS letter 06-005 for the new rate of 44.5 cents per mile.

If you have questions, please contact the CalATERS Help Desk at (916) 324-9991.

EKA:eka